

I.	<u>Position Title:</u>	Lead Custodian	<u>Revision Date:</u>	01/06
			<u>EEO Code:</u>	Serv. Maintenance
			<u>Status:</u>	Non-Exempt

Under the general supervision of the Facilities Supervisor performs and coordinates visual maintenance, security, and operations of City facilities.

- Responsible for keeping the building visually pleasing, clean and safe for all employees and participants by performing regular inspections and janitorial duties.
- Adheres to the established cleaning schedule for the temporary/seasonal custodians. Keeps the Facilities Department informed of any problems or concerns related to building needs.
- Orders and keeps inventory of cleaning supplies through the Facilities Supervisor and monitor supplies for compliance with hazardous materials standards.
- Coordinates preparation of rooms, including set-up for classes, meetings, groups, programs & other events.
- Conducts regular inspections of facilities.
- Trains seasonal employees in proper cleaning techniques.
- Responds to building emergencies.

- As requested, monitors climate control system to conserve energy, and to ensure public safety.
- Locks and unlocks building(s).
- Coordinates with Facility Manager to establish security procedures.
- Responds to calls on security problems when needed.

- Keeps up-to-date material safety data sheets (MSDS) on file.
- Makes recommendations to supervisor(s) for operating building(s) more efficiently.
- Other duties as assigned.

**Knowledge of:** Cleaning techniques; CPR and blood borne pathogens; public sector procurement practices; customer service techniques; supervisory practices; the Americans with Disabilities Act; OSHA safety standards and other risk management principles.; customer service principles.

**Responsibility for:** Keeping the City facilities clean; cost effective maintenance of facilities and equipment; safety of City employees and visiting public; managing risks presented by hazardous materials, blood borne pathogens, equipment usage, and other potential hazards; security; moderate responsibility for making decisions affecting the activities of people, including worker motivation and satisfaction; the supervision of seasonal custodians. Great responsibility for the care, condition and use of materials, equipment, tools, etc.

**Communication Skills:** Contacts with other departments requiring tact and judgement to avoid friction; access to information that must be kept confidential; communicate effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires use of cleaning equipment (buffer, auto scrubber, carpet cleaner, etc.), and a wide variety of hand and power tools; ability to use a personal computer for word processing and other applicable applications is desirable.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems.

VI. Working Conditions:

Generally comfortable working conditions with some exposure to extreme hot/cold temperatures; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; a moderate amount of heavy lifting (up to 70 pounds) required; occasional exposure to stressful situations as a result of human behavior and deadlines. Constant stooping and kneeling required; evening and some weekend work required with some 24-hour emergency calls required.